

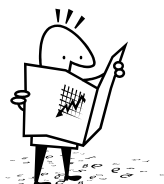
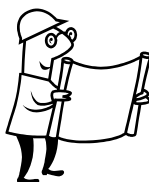


Citizen Participation Report

When a citizen participation plan is required, the applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report shall be attached to the staff report submitted to the Planning and Zoning Commission.

At a minimum, the citizen participation report shall include the following information:

1. Details of the techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
 - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located;
 - d. The number of people that participated in the process; and
 - e. The percentage of those notified that participated in the process.
2. A summary of concerns, issues, and problems expressed during the process, including:
 - a. The substance of the concerns, issues, and problems;
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.



A Few More Notes

The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

While the guidelines outlined in this brochure provide the foundation for citizen participation efforts, it is also important to understand that these requirements apply in addition to any notice provisions required elsewhere in the County zoning ordinance.

Citizens participation plans are developed after an applicant's first "pre-application" meeting with Community Development Department staff. The citizen participation plan is required before an application can be accepted for a rezoning or conditional use permit.

Please contact any of Coconino County's staff planners for information.



Coconino County



**Department of
Community Development**

2500 North Fort Valley Road, Building 1
Flagstaff, Arizona 86001
928.226.2700 or 1.800.559.9289
<http://co.coconino.az.us/commdevelopment/>

Citizen Participation

Public participation and the opportunity for citizen involvement in the development review process is key to ensuring a successful proposal. A neighborhood's understanding, input, and support of a proposal can mean the difference between approval and a potential denial.

As citizen participation plans are required for zone changes and conditional use permits in Coconino County, we hope you use this guide to understand the components of a successful public participation process.

**Coconino County
Community Development**

► The Citizen Participation Plan

As outlined in Section 20.2 of the Coconino County Zoning Ordinance

In order to maximize the opportunity for citizen involvement in the rezoning and conditional use permit process that is described in the following sections, and to resolve any neighborhood issues at an early stage in the process, the following requirements shall be included in the public hearing process.



Every zone change and conditional use permit application shall include a citizen participation plan that must be implemented prior to the first public hearing.

► Plan Purpose

The purpose of the citizen participation plan is to achieve the following:

1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
2. Ensure that the citizens and property owners of Coconino County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
3. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, and elected officials throughout the application review process.

► Minimum Plan Contents

At a minimum, the citizen participation plan shall include the following:

1. Which residents, property owners, interested parties and public and private agencies may be affected by the application;
2. How those interested in and potentially affected by an application will be notified that an application has been made;
3. How those interested and potentially affected parties will be informed of the substance of the zone change, amendment, or development proposed by the application;
4. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;
5. The applicant's schedule for completion of the citizen participation plan; and
6. How the applicant will keep the County Community Development Department informed on the status of citizen participation efforts.



► The Community Meeting

Applicants must conduct a neighborhood community meeting prior to submitting an application for a zone change or a conditional use permit.

1. The meeting must be conducted in the general vicinity of the property involved in the application. The meeting serves as a forum for information exchange between applicants and affected members of the public.

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2. An applicant may make a written request and receive a written determination whether, due solely to impractical circumstances, the requirement for a community meeting should be waived by the Department of Community Development. At a minimum the request must explain why the applicant's citizen participation plan provides other adequate, alternative opportunities for citizens to express any concerns, problems or issues they may have with the proposal in advance of the public hearing. The Community Development Department shall make their determination a part of the written record in the case.

► Area of Notification

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for notification will be determined by the applicant after consultation with Department of Community Development staff. At a minimum, the target area shall include the following:

1. Property owners within the public hearing notice area required by other sections of the zoning ordinance;
2. The head of any property owners' association within the notice area required by other sections of the zoning ordinance;
3. Other potentially affected property owners outside of the legal notice area as determined by Community Development Department staff; and
4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Community Development Department.

